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MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Biographical Data and Procedures Pertaining to Contract Employees

**REFERENCE : (a) Memo dtd 14 Feb 67 to DD/S fr DDCI
subj: Biographical Information on Contract Employees**

**(b) Memo dtd 15 Feb 67 to DDCI fr DD/S
subj: Biographical Data and Procedures
Pertaining to Contract Employees**

1. This memorandum is for your information only.
2. The committee designated to review our current procedures pertaining to documentation of contract employees has rendered its report and made a number of recommendations to improve Agency practices with respect thereto.
3. The committee studied procedures involving the wide range of non-staff personnel utilized by the Agency and found that personnel folders as such for these employees are not maintained in any central location but are, for the most part, decentralized to the action level. The kind and amount of material in these folders usually depend on the manner in which the non-staff person is to be used and his relationship with the Agency. For example, the more tenuous or distant the relationship the less detailed biographical data for qualifications determination or security approval are needed and the less detailed will be the record of subsequent activities. The committee also determined that, with the exception of Career Agents, non-staff personnel are initially employed to fill specific job requirements; little or no qualifications consideration is given to possibilities of subsequent assignment elsewhere in the Agency. These personnel are also subject to various levels of security approvals, depending again on the duty that is contemplated for the particular employee. Similar variances also exist within the area of medical approval procedures; only those personnel being considered for non-staff employment who will be specifically provided Federal Employees Compensation Act benefits are subject to mandatory evaluation by the Office of Medical Services.

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4. The committee has recommended several improvements in our handling of non-staff personnel, including:

- a. The initiation of a standardized record keeping system similar to that used for staff personnel.
- b. Directorate responsibility for insuring appropriate and current security approvals.
- c. The provision of a repository for pooling sensitive information of a medical, security and personnel nature.
- d. The prescribing of more complete guidelines for determination of compensation and other benefits.
- e. The notifying of various interested offices when relationships have been formalized and when terminated.

As a part of a, above, documentation for non-staff personnel occupying staff-like positions will be based on staff employee standards.

5. I have approved in principle the recommendations of the committee and the Office of Personnel is now proceeding to implement these desirable improvements.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

cc: Inspector General
Director of Personnel

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